

ERGONOMIC IMPROVEMENT WORK SHEET 2

TASK ANALYSIS

The purpose of this work sheet is to analyze tasks selected for improvement.

Employee's Name: _____ Job Title: _____ Date: _____

Name of Observer: _____ Job Location: _____

A	B	C	D	E	F	G
Tasks	Contributing factor(s)	Reasons for contributing factor(s)	Priority	Task improvement	Target date	Follow-up date

It is recommended that follow-up on all improvements be conducted within 3 months of implementation. Use work sheet 3, "Improvement Follow-up," to document findings.

Make copies as needed

DIRECTIONS FOR USE

1. Enter the date, employee's name, job title, name of observer, and the job location.
2. In **column A**, list each task you have selected for improvement.
3. In **column B**, identify the contributing factor(s) observed in each task. If you observe more than one contributing factor related to a task, use a separate line for each contributing factor.

Contributing Factors:

Repetitive motion - Performing the same types of motions again and over again using the same muscles, tendons, or joints

Awkward posture - Reaching, twisting, bending, working overhead, kneeling, squatting, or pinch grips

Sustained static posture - Working in the same position for a long time with little or no change in position

Forceful exertion - The amount of muscular effort used to perform a task

Contact pressure - The body pressing against hard or sharp surfaces

Vibration - Continuous high- or low-intensity hand-arm or whole-body vibration

Environmental Factors - Hot/cold temperatures and high/low lighting

Individual Factors - Age, physical condition, gender, stature

Work Organizational Factors - Fast work pace, low staffing levels, shift work

4. In **column C**, identify the part of the task that caused the contributing factor(s). Ask the question, *Why?* Describe the reasons (root causes) for the contributing factor(s).
5. In **column D**, prioritize tasks for improvement. Although prioritization may be accomplished according to the scores in column D of work sheet I, "Task Analysis," prioritization may be influenced by other considerations.

Consider the following items:

- Frequency and severity of complaints, symptoms, and musculoskeletal disorders
- Risk factors or other contributing factors identified in a particular task

- Technical and financial resources at your disposal
- Difficulty of implementing various improvements
- Time frame for making improvements
- Employees' ideas for improvements
- Potential effects on productivity, efficiency, and product or service quality

6. In **column E**, identify possible ways to improve each contributing factor observed. Evaluate each improvement by answering the following questions.

Will this improvement:

- Reduce or eliminate most or all of the identified contributing factors and the reasons for those factors?
- Add risk factors or other contributing factors that have not been previously identified?
- Be affordable for this organization (e.g., is there a less expensive alternative that could be equally effective)?
- Be feasible from an engineering standpoint?
- Be able to be fully implemented in a reasonable amount of time?
- Increase or decrease productivity and efficiency?
- Handle the required volume of work for the operation, job, or task?
- Increase or decrease the pace or volume of the work?
- Be accepted by employees?
- Affect employee morale in a positive way?
- Affect the rate of pay or a collective bargaining agreement?
- Require much training to implement properly (e.g., is there a simpler alternative)?
- Require training this organization can provide (either in-house or through outside experts)?

Mark or highlight the specific improvements to try out in your workplace.

7. In **column F**, set the target date for the improvement to be made.
8. In **column G**, set the follow-up date.